

RECORDS CLERK

DEFINITION:

Under general supervision to perform the creation and maintenance of records; to provide authorized agencies with information from files by telephone and/or written requests; and to perform related work as required.

DISTINGUISHING CHARACTERISTICS:

Records Clerks remove, separate, and summarize juvenile/adult offenders' statistical information from a variety of source documents. Records Clerk differs from Intermediate Clerk in that the former provides confidential juvenile/adult offenders' information to Probation Officers, law enforcement agencies and attorneys, whereas the latter is a journey level, general office clerk used in most county departments performing a wide variety of clerical duties. Records Clerk differs from Correctional Facility Clerk in that the latter works in locked correctional facilities, interacts with residents/inmates as a course of their duties and are usually supervised by Probation Officers, while Records Clerks are supervised by Senior Clerks.

EXAMPLES OF DUTIES:

Processes records by scanning and scrutinizing pertinent information for proper indexing and completeness; creates and maintains records from new information; performs cross references of records for proper identification and maintenance; conducts quality control to insure all information received is correct; compiles statistics for agency reports; answers questions from authorized agencies; codes and sequences data using a system of specialized abbreviations; destroys or seals records as mandated by legal codes and performs related clerical tasks; types cards, reports, and legal history sheets; and gathers information from departmental files to complete forms and court orders.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Indexing and filing systems including alphabetical, numerical, chronological and subject.
- General office equipment uses and features.
- Simple arithmetic.
- General clerical, office, and record keeping procedures.

Skills and Ability to:

- Check and compare documents for accuracy and completeness.
- Effectively communicate in oral and written form.
- Understand and follow written and oral instructions.
- Exercise good judgment in dealing with the public and other agencies.
- Read and comprehend complex narrative documents to extract relevant information.
- Retrieve, store, and purge information in a wide variety of filing systems.
- Type with accuracy.

EDUCATION/EXPERIENCE:

Education, training, and/or experience which would likely demonstrate the knowledge and/or skills stated above. Examples of such education/experience are:

1. One (1) year of recent full-time general clerical experience performing duties such as typing, filing, reception, and records management; OR,
2. Completion of an administrative, office, or front desk certificate program from a recognized community or business college.

SPECIAL NOTES, LICENSES, OR REQUIREMENTS:**Certification:**

An ORIGINAL unaltered typing certificate (no photocopies) for at least 30 net words per minute (wpm) with a maximum of 5 errors must be attached to the application and will be required before candidates will be scheduled to take the written test. The typing test must be for at least five minutes with two (2) gross words penalty for each error (in accordance with International Typing Contest Rules), and the certificate must be no more than 2 years old. The certificate must state the gross words per minute attained and the number of errors.

Note:

Some positions require 50 wpm.

Character and Background Investigation:

Applicants must have a reputation for honesty and trustworthiness. Felony convictions will be disqualifying. Misdemeanor convictions, depending on number, recency, and severity, may be disqualifying. Prior to appointment, candidates will be subject to a background investigation which may include a polygraph examination.